North Carolina Immunization Registry (NCIR)

Manage Transfers (Non-COVID-19 Vaccines)

User Guide

Last Updated: March 22, 2022

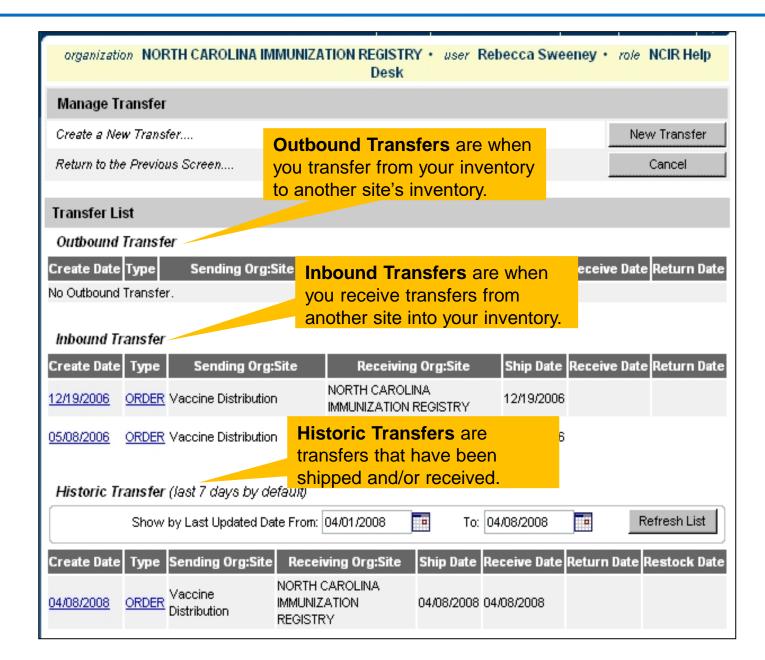




Different Types of Transfers



Definitions





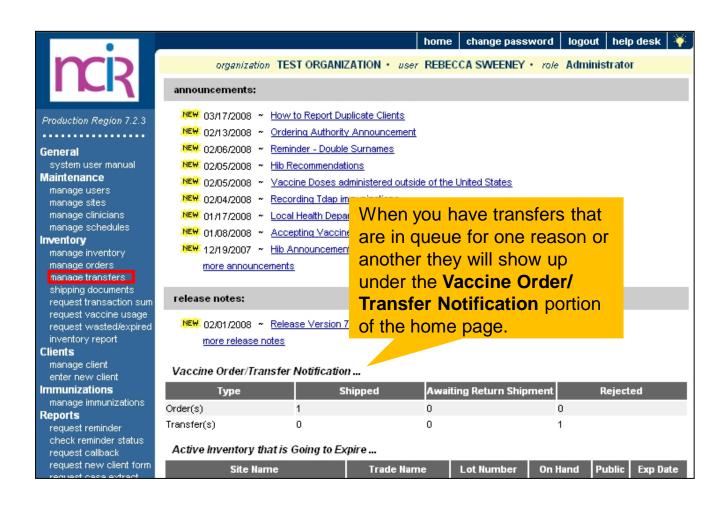
Outbound Transfers to NCIR Users



Step 1 of 6: Navigate homepage

You can view any pending Inbound or Outbound transfers in the NCIR under the **Vaccine Order / Transfer Notification** portion of the Home Page. In addition to the **Manage Transfer** Screen.

1. Click Manage Transfer





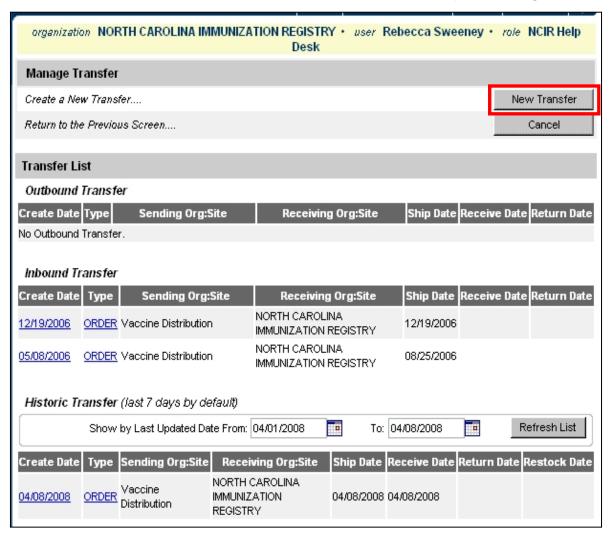
Inventory Control



Step 2 of 6: Navigate to New Transfer

Using the Manage Transfer function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.

1. To transfer vaccine to another provider on the NCIR, start by clicking **New Transfer**.





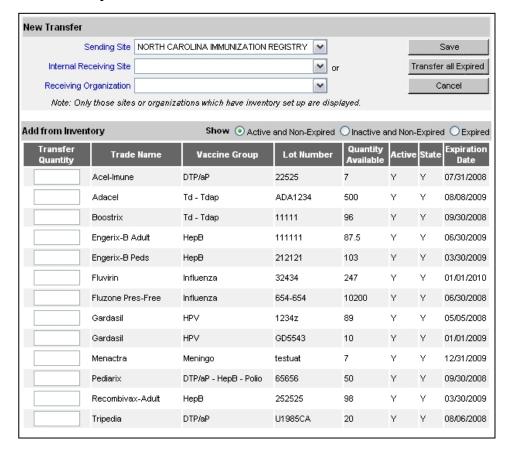
Administrator

Control



Step 3 of 6: Complete Transfer Information

- 1. Choose your **Receiving Organization** as the facility that you are transferring vaccine to.
- 2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** radio button next to your choice.
- Enter the Transfer Quantity in the box next to the vaccine you are wanting to transfer.
 Remember to enter the amount in doses.
- 4. Click **Save** when you are ready to finish the transfer.

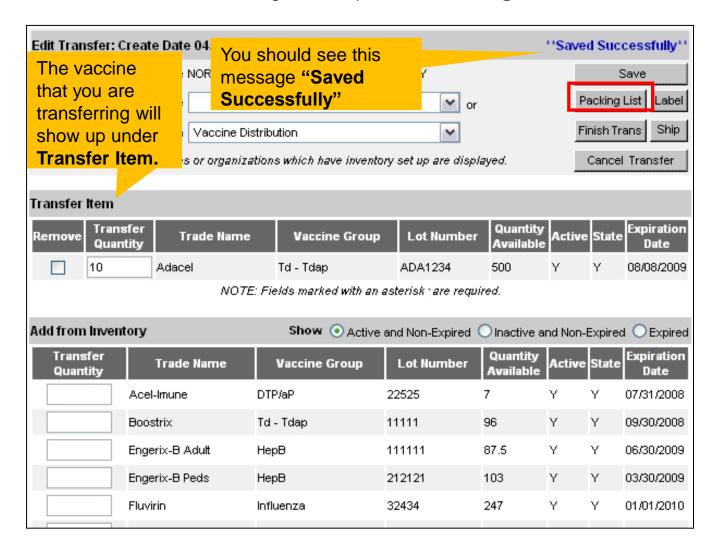






Step 4 of 6: Navigate to Packing List

In order to finish this transfer, you must view or print the Packing List or Label. You will not be able to complete the transaction without doing this step. Click **Packing List**.



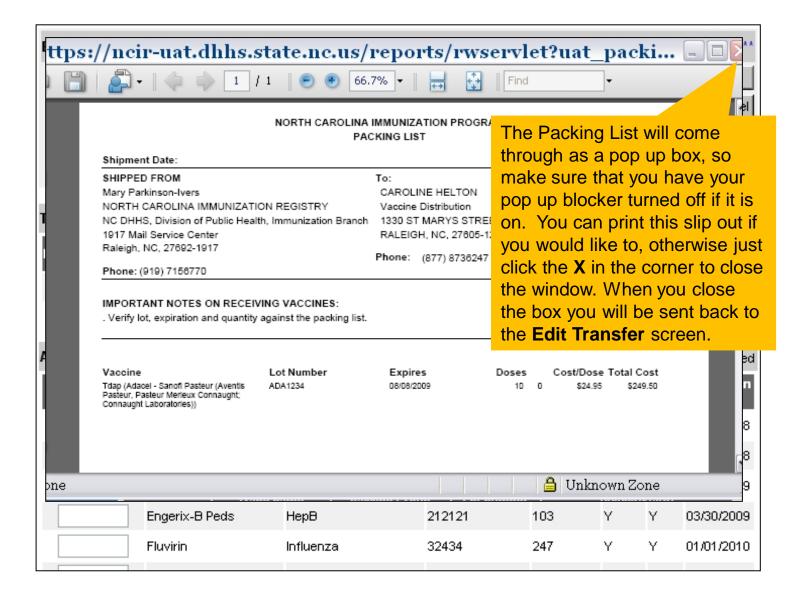


Inventory Control



Step 5 of 6: Complete Transaction

Once back to the **Edit Transfer** screen, click **Ship** twice to complete transaction.



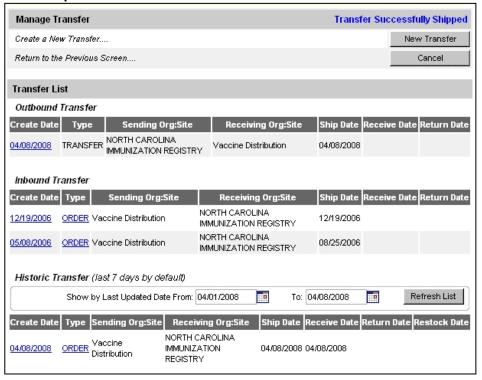


Inventory Control



Step 6 of 6: Check Transaction Details

If the transfer was completed, you will see the message in blue Transfer Successfully Shipped and the transfer will show up under Outbound Transfer.



Note:

- If a "Ship Date" does not appear on the Outbound Transfer, then the transfer was not finished.
- If the date of transfer is different than the current date shown, then type the correct date in the box next to "Enter Ship Date".
- Once the Transfer is completed, the vaccine is immediately removed from the Senders NCIR inventory and ready to Accept into the Receivers inventory.

Audience

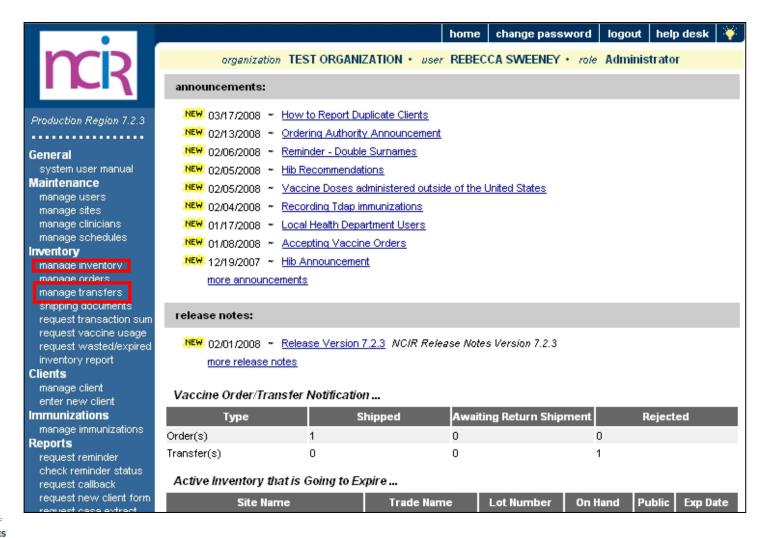
Inventory Control

Inbound Transfers



Step 1 of 3: Navigate homepage

Click **Manage Transfers** and pending inbound transfers can be seen under the Inbound Transfer heading.



Audience

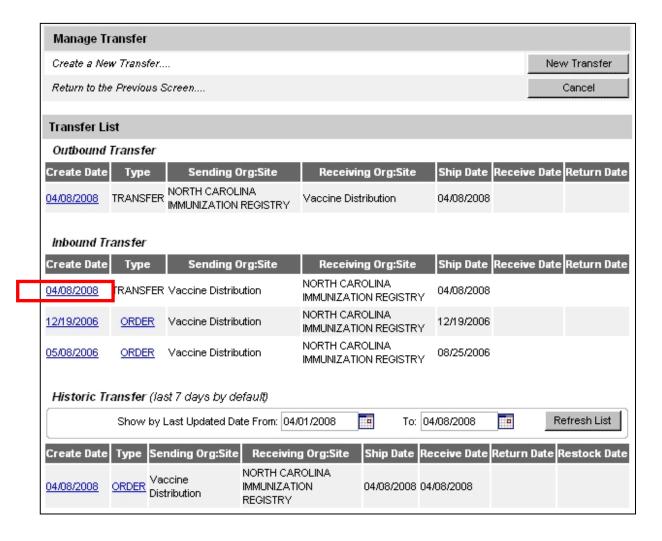
Inventory Control



Step 2 of 3: Find Transfer

Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.

Find your transfer and click on the **Create Date** link in blue.



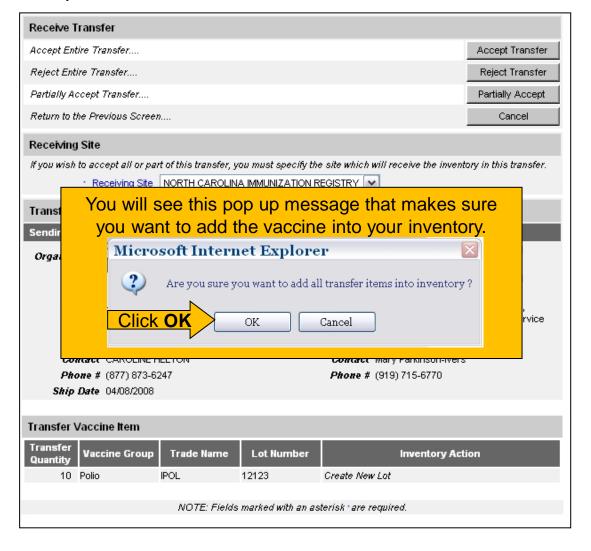


Inventory Control



Step 3 of 3: Accept Transfer

To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount shipped. If your invoice matches the NCIR then accept.





Inventory Control



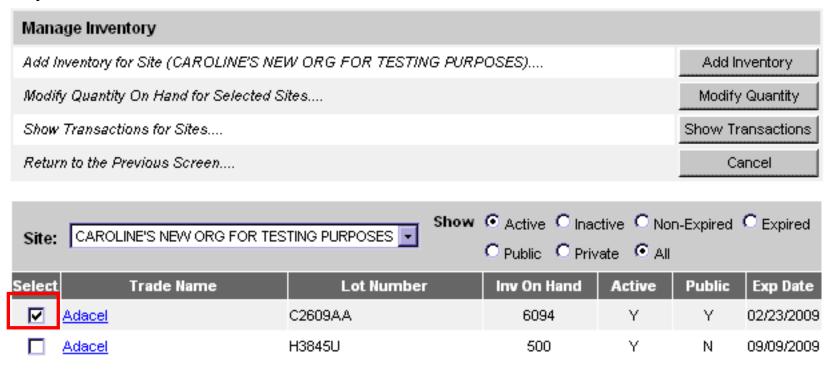
Outbound Transfers to Non-NCIR Users (Non-COVID-19 Vaccine)



Step 1 of 3: Select Transfer

When you get ready to transfer vaccine to a provider that is not currently using the NCIR, you will still need to be able to subtract that vaccine from your inventory so that your vaccine count is accurate.

- Start by going to Manage Inventory and then click Show Inventory
- Choose the vaccine you want to transfer by clicking the Select box next to the Trade Name until you see a black check





Inventory Control



Step 2 of 3: Modify Quantity

After choosing the trade name you are directed to the Modify Quantity screen.

- 1. Choose **Subtract** as the Action as you are subtracting this vaccine from your current inventory
- 2. Enter the **Amount** in doses that you are going to transfer
- 3. Under the category drop down choose 'Transfer to Provider'
- 4. Click **Save** when you are finished.



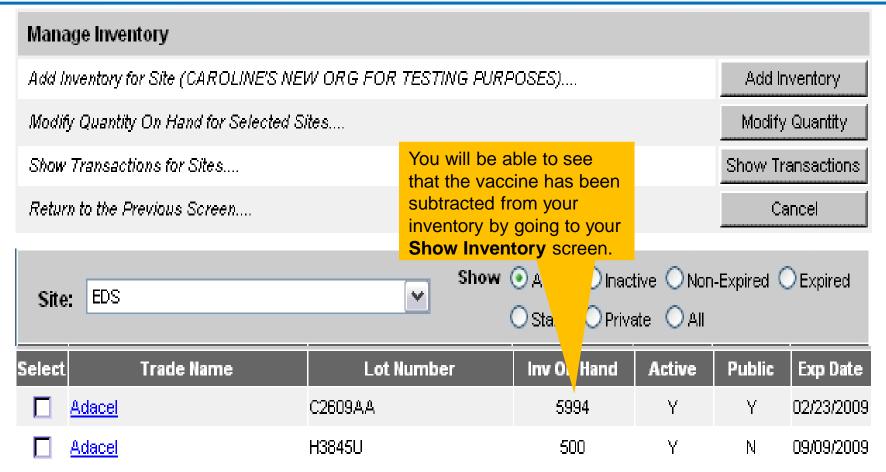
Modify Quantity On Hand for Selected Site(s)						
Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category	
Adacel	C2609AA	6094	Subtract 🔽	100	Receipt from Inventory	
	NOTE: Fields marked with an asterisk are required.			Receipt from Inventory Receipt from Provider Return to Provider Transfer to Provider Wasted Doses Error Correction		



Inventory Control



Step 3 of 3: Review Inventory



NOTE: When you have finished modifying the quantity of vaccine you have transferred, you will still need to document that transfer with the Immunization Branch. You can do this by going to the **Show Transaction** report and running the report. You will need to choose **Transfer to Provider** as the transaction type. Print out the report and write the name of the practice that you transferred vaccine to and then fax that report to the Immunization Branch at 1-800-544-3059

Audience

Inventory Control

Where to Go for More Help?





Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm_vaccine



Appendix



NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager

